FORM 15

Complete ALL information, including total discrepancies below. The **Responsible Officer must sign completed form** (digital signature acceptable)**.** Completed/signed forms can be sent to Property Control at Property_Control@niu.edu

*Note: A Missing Asset Internal Investigation form must be completed in OnBase for each item reported missing or stolen.

Sector - Location Code: **64401 -** _____ (5-digits)

Department Name

Examiner's Name (Type or Print) Phone #

Responsible Officer's Signature **Date**

Responsible Officer's Name (Print) **Date**

I hereby certify that a complete physical inventory of assets has been completed for this sector and this report represents a true and accurate accounting of assets to the best of my knowledge.

Tag No.	Description of Item	Purchase Date	Purchase Price	Discrepancy Explanation (Missing/Stolen)